



FOLKESTONE TOWN COUNCIL

Date of Publication: 10 June 2021

AGENDA

Meeting: **Finance and General Purposes Committee**
Date: **Thursday 17 June 2021**
Time: **6.30 p.m.**
Place: **Council Offices, Town Hall, 1-2 Guildhall Street, Folkestone.**

To: **The Finance and General Purposes Committee**

YOU ARE HEREBY SUMMONED to attend a meeting of the Finance and General Purposes Committee on the date and at the time and place shown above to transact the business shown on the agenda below. The meeting will be open to the press and public.

Any member who wishes to have information on any matter arising on the Agenda which is not fully covered in these papers is requested to give notice prior to the meeting to the Town Mayor, the Committee Chairman or the Town Clerk.

A handwritten signature in black ink, appearing to read 'J L Childs'.

J L Childs
Town Clerk

- 1. APOLOGIES FOR ABSENCE**
To receive and approve any apologies for absence.
- 2. APPOINTMENT OF CHAIRMAN**
To appoint a Chairman for the Committee for the 2021/22 Municipal Year.

3. APPOINTMENT OF VICE CHAIRMAN

To appoint a Vice Chairman for the Committee for the 2021/22 Municipal Year.

4. DECLARATIONS OF INTERESTS

To receive any declarations of either personal or prejudicial interests that Members may wish to make.

5. MINUTES

- 1) To receive the Minutes of the meeting of the Finance and General Purposes Committee held on 29 April 2021 and to authorise the Chairman of the Committee to sign them as a correct record.
- 2) To receive and note the Minutes of the meeting of the Personnel Sub Committee held on 18 February 2021 and 29 April 2021.

6. REVIEW OF THE TERMS OF REFERENCE

In line with the Town Council's adopted standing orders, the Committee is asked to consider the terms of reference for the Finance and General Purposes Committee. Any changes which the Committee wishes to make must be approved by Full Council at a future meeting. The current version is attached.

7. WORKING GROUPS 2021/22

The Committee is asked to note and approve nominations for the membership of the Folkestone Town Council/Folkestone & Hythe District Council Partnership Working Group for the Municipal Year 2021/22.

8. SCHEDULE OF PAYMENTS

The attached schedule details payments made between 1 April 2021 and 31 May 2021.

9. BUDGET MONITORING STATEMENT 2021/22

The attached statement sets out details of the Town Council's expenditure/income up to the 31 May 2021.

10. BANK RECONCILIATION

The bank reconciliation statement to 31 May 2021, as approved by the Town Clerk, is attached for information.

11. MATTERS AND RESOLUTIONS FROM COMMITTEES

At the Personnel Sub-Committee held on 29th April 2021 it was resolved at Minute 512: That a request be made to the Finance & General Purposes Committee to increase the training budget to accommodate the 2021-22 Officer Training Schedule.

Proposed: Councillor Dylan Jeffrey

Seconded: Councillor Mary Lawes

Voting; F:4, Ag:0, Ab:0

12. TOWN HALL EXTERNAL REPAIRS

Report F/21/293 in relation to the appointment of a contractor to carry out external repairs to the Town Hall is attached for approval.

13. WARD GRANTS

For information, the attached shows ward grants approved by the Town Clerk from 1 April 2021 to 31 May 2021.

14. WARD GRANT BALANCES

For information, the attached shows ward grant balances available to each Councillor as of 31 May 2021.

15. DATE OF NEXT MEETING

Thursday, 19th August 2021

FOLKESTONE TOWN COUNCIL

MINUTES of the Finance and General Purposes Committee Meeting held virtually by Zoom on Thursday, 29 April 2021 at 6.30 p.m.

PRESENT: Councillors P Bingham, P Gane, D Jeffrey, N Keen (Chair), M Lawes, R Field (18.36pm), J Meade and T Prater.

ABSENT: Councillor C McConville.

IN ATTENDANCE: Councillor A Berry

OFFICERS PRESENT: J Childs (Town Clerk) and P Cross (Finance Officer).

1394. APOLOGIES FOR ABSENCE

No apologies were received.

1395. DECLARATIONS OF INTEREST

None

1396. MINUTES

The Committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 18 February 2021.

RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 18 February 2021 be received and signed as a correct record.

Proposed: Councillor P Gane

Seconded: Councillor P Bingham

Voting: F:7 Ag:0, Ab:0

1397. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments made between 1 February 2021 and 31 March 2021.

RESOLVED: That the Schedule of Payments for the period 1 February 2021 and 31 March 2021 be approved.

Proposed: Councillor P Bingham

Seconded: Councillor J Meade

Voting: F:7 Ag:0, Ab:0

1398. BUDGET MONITORING STATEMENT 2020/21

The budget monitoring statement to the 31 March 2021 was received by the Committee.

RESOLVED: That the Budget Monitoring Statement to 31 March 2021 be approved.

Proposed: Councillor J Meade

Seconded: Councillor P Gane

Voting: F:8 Ag:0, Ab:0

1399. BANK RECONCILIATION

In line with financial regulations the bank reconciliation statement to 31 March 2021 was received and duly noted.

1400. WARD GRANTS

A list of ward grants approved by the Town Clerk between 1 February 2021 and 31 March 2021 was provided for the Committee's information and duly noted.

1401. WARD GRANT BALANCES 2020/21

A list of ward grant balances available to each Councillor on 1 April 2021 was provided for the Committee's information and duly noted.

1402. EXTERNAL TOWN HALL REDECORATIONS & REPAIRS

The Town Clerk advised Committee that a call for fixed price tenders for the external redecorations and repairs of the Town Hall had been placed in line with Council's financial regulations, the information was duly noted

1403. DATE OF NEXT MEETING

Thursday, 17th June 2021 @ 6.30pm

Meeting concluded at 18.43pm

Chairman.....

Date.....



FOLKESTONE TOWN COUNCIL

TERMS OF REFERENCE

Finance and General Purposes Committee

1. To exercise the powers and duties of the Town Council in financial matters, including.
 - a) All applications for financial assistance except those referred to the grants committee.
 - b) Accounting, banking and payroll arrangements.
 - c) Insurance.
 - d) Advertising.
 - e) Staff Costs.
 - f) Subscriptions.
 - g) Charitable Trusts and voluntary organisations.
 - h) Management of the Town Council's premises, administration and capital expenditure.
 - i) The Town Council's income and expenditure including the Annual Town meeting; Councillors' training and expenses; and gifts and presentations.
 - j) Health and Safety.
2. To consider and make recommendations on:
 - a) All financial matters affecting the Town Council, including Precepts, budgets, accounts, payments and contracts.
 - b) Through the Personnel Sub Committee, the appointment, pay, superannuation and conditions of service of Town Council staff and staff/councillor training.
 - c) Staff and Council member training.
 - d) The Town Council's premises.
 - e) Mayoral costs, including the civic car.
 - f) Town Council vacancies and electoral arrangements.
 - g) Twinning and friendship links.
 - h) The implementation of the Council's aims and objectives.

- i) The Chair or Vice Chair be involved in the selection and engagement of professional advisors.
 - j) All statutory and legal matters affecting the Town Council (including byelaws).
 - k) Complaints procedures and the resolution of complaints received.
3. To prepare budgetary forecasts, where necessary, on any of the above activities for inclusion in the Town Council's budget for the following financial year and consider these in the calculation of the precept.
4. To consider and make recommendations to the Council on any changes to these terms of reference that might be required to enable the committee to adapt to changing circumstances and be better prepared to carry out its mission.

SCHEDULE OF PAYMENTS
01/04/21-31/05/21

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
06/04/2021	Remembrance Line Association	E02933	£300.00	Locomotive Numberplate
06/04/2021	Folk & Hythe DC	E02934	£21,332.25	Non-Domestic Rates 2021/22
06/04/2021	Harmer & Sons Ltd	E02935A	£38.40	Grass-Cutting PFR 23/3/21
06/04/2021	Harmer & Sons Ltd	E02935B	£38.40	Grass-Cutting TKL 23/3/21
06/04/2021	Harmer & Sons Ltd	E02935C	£1,212.00	Refill Salt Bins
06/04/2021	Caboodle Office Supplies	E02936A	£27.20	PVC Sign/Cleaning Kit
06/04/2021	Caboodle Office Supplies	E02936B	£44.60	15 Reams White Paper
06/04/2021	Russell & Wheeler	E02937A	£2,160.00	Electrical Works CCTV
06/04/2021	Russell & Wheeler	E02937B	£91.20	Electrical Works CCTV
06/04/2021	Russell & Wheeler	E02937C	£954.00	Electrical Works CCTV
06/04/2021	Pear Technology	E02938	£270.00	Maplink Licence 2021/22
06/04/2021	Folk & Hythe DC	E02939	£43,279.56	Flowerbed Maintenance 2021/22
06/04/2021	V.Deakin	E02940A	£25.18	Reimb. Food Box Stickers
06/04/2021	V.Deakin	E02940B	£10.00	Reimb Enrolment Tourism Course
07/04/2021	RBS PLC Mentor Services	DD070421	£80.40	Health & Safety Mgt
08/04/2021	Harmer & Sons Ltd	E02941A	£576.00	2 x Cherry Pickers CCTV
08/04/2021	Harmer & Sons Ltd	E02941B	£48.00	Gate Adjustment PFR
08/04/2021	Kent Ass. of Local Councils	E02942	£2,768.09	KALC Subscription 2021/22
08/04/2021	Shred Station	E02943	£74.26	Confidential Waste Collection
08/04/2021	Vision ICT Ltd	E02944	£126.00	Website Changes
08/04/2021	European Postal Systems Ltd	E02945	£312.00	Franking Machine Service Contract
13/04/2021	Fuelgenie	DD130421	£20.00	Fuel re. Civic Vehicle
14/04/2021	Kent County Council	E02946	£196.54	Photocopier Hire Feb-Apr 2021
14/04/2021	Folk & Hythe DC	E02947	£25.00	Leas Beacon Licence Fee
14/04/2021	V.Deakin	E02948	£10.00	Reimb. Enrolment Event Mgt
14/04/2021	T.Brenchley	E02949	£27.34	Various Reimbursements
14/04/2021	Coulson Media Ltd	E02950	£330.00	Dinosaur Show 28/8 Deposit
14/04/2021	Harmer & Sons Ltd	E02951A	£1,206.00	Play Area Maint/Insp - Mar 2021
14/04/2021	Harmer & Sons Ltd	E02951B	£87.22	Repairs to Flag Pole
14/04/2021	ADM Computer Services Ltd	E02952	£9.05	Monthly IT Project Plan
16/04/2021	UK Power Networks Ltd	E02953	£403.20	Fuse Replacement CCTV

SCHEDULE OF PAYMENTS
01/04/21-31/05/21

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
16/04/2021	I.Bishop	E02954	£14.99	Various Reimbursements
16/04/2021	Business Stream	E02955	£17.64	Waste Water Dec 20-Mar 21
16/04/2021	Folkestone Rainbow Centre	E02956	£500.00	Mayor's Charity Donation 2020/21
16/04/2021	Kent Air Ambulance	E02957	£500.00	Mayor's Charity Donation 2020/21
16/04/2021	Home Start Shepway	E02958	£500.00	Mayor's Charity Donation 2020/21
16/04/2021	Incredible Edible	E02959	£396.00	2 x Ward Grants 13/4/21
16/04/2021	Three Hills Sports Park	E02960	£650.00	Ward Grant 13/4/21
19/04/2021	RBS PLC Mentor Services	DD190421	£109.20	HR Resources
21/04/2021	Daisy Communications	DD210421	£495.88	Telephone Services - Mar 2021
22/04/2021	UK Power Networks Ltd	REFD220421	-£1,399.20	Refund re. CCTV Works
23/04/2021	T.Brenchley	E02961	£10.04	Various Reimbursements
23/04/2021	D.Cowd	E02962A	£3.50	Reimb. Cutlery
23/04/2021	D.Cowd	E02962B	£26.94	Reimb. RAM Module
23/04/2021	Hayley S Praag	E02963	£112.87	Allotments Rent Rebate P58A
23/04/2021	Godden Allen Lawn	E02964	£4,320.00	Consultation OTH Repairs
23/04/2021	Alexander Fleming	E02965	£880.00	Garage Rental to 31/3/22
23/04/2021	Harbour Ward Comm Gdn CIC	E02966	£250.00	Ward Grant 20/4/21
23/04/2021	Caboodle Office Supplies	E02967	£155.22	Stationery/Equipment
23/04/2021	HM Revenue & Customs	BP230421A	£7,734.72	PAYE/N.I. - Apr 2021
23/04/2021	KCC re. Kent Pension Fund	BP230421B	£6,779.73	Pension Contribs - Apr 2021
23/04/2021	Standard Life Assurance Co.	BP230421C	£850.00	AVC Pension - Apr 2021
23/04/2021	HM Courts & Tribunals Service	BP230421D	£90.00	Salary Ded'n re. Court Order
23/04/2021	Various	BP230421	£19,073.30	Salaries - April 2021
23/04/2021	SSE Hydro-Electric	DD230421	£5.12	Electricity to Phone Box - Mar 2021
26/04/2021	SSE Hydro-Electric	DD260421	£498.64	Electricity OTH - Mar 2021
26/04/2021	SSE Hydro-Electric	DD260421A	£263.43	Gas OTH - Mar 2021
26/04/2021	Leppard Cleaning	SO260421	£620.00	Cleaning OTH - Apr 2021
27/04/2021	Millennium Quest Ltd	REFD270421	-£3,214.80	Refund re. Christmas Lighting
30/04/2021	GEM (Group for Ed'n in Museums)	E02968	£768.00	GEM Membership/Course
30/04/2021	Folkestone Fixings	E02969	£18.79	Reinforcing Mesh
30/04/2021	Demelza Hospice Care	E02970	£500.00	Mayor's Donation (Lieu of Staff Gifts)

SCHEDULE OF PAYMENTS
01/04/21-31/05/21

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
30/04/2021	SLCC Enterprises Ltd	E02971	£36.00	Training re. Blog Posts
30/04/2021	Modes Users Association	E02972	£262.80	Modes Membership 2021/22
30/04/2021	ADM Computer Services Ltd	E02973	£840.00	Sharepoint Development
30/04/2021	South East Employers	E02975	£271.20	SEE Membership 2021/22
30/04/2021	D.Cowd	E02974	£8.90	Reimb. Cleaning Materials
30/04/2021	Veolia ES (UK) Ltd	DD300421	£105.01	Waste Collection - Mar 2021
05/05/2021	Amazon	E02976A	£5.80	Learning From Objects Textbook
05/05/2021	Amazon	E02976B	£25.35	Transforming Museums Textbook
05/05/2021	Amazon	E02976C	£29.26	Museums & Education Textbook
05/05/2021	Amazon	E02976D	£12.53	Interpreting Heritage Textbook
05/05/2021	I.Bishop	E02977	£4.99	Reimb. Car Wash
05/05/2021	Preservation Equipment Ltd	E02978	£359.04	Exhibit Cleaning Equipment
05/05/2021	J.Childs	E02979	£224.03	Public Management Handbooks
05/05/2021	Ashford BC Collection Account	E02980	£7,500.00	CCTV Monitoring Apr-Jun 2021
06/05/2021	RBS PLC Mentor Services	DD060521	£80.40	Health & Safety Mgt
07/05/2021	Amazon	E02981	£41.99	50 x 2nd Class Stamps
07/05/2021	Harmer & Sons Ltd	E02982A	£38.40	Grass-Cutting PFR 30/4/21
07/05/2021	Harmer & Sons Ltd	E02982B	£38.40	Grass-Cutting TKL 30/4/21
07/05/2021	Harmer & Sons Ltd	E02982C	£1,092.00	Qtly Storage Fees
07/05/2021	Harmer & Sons Ltd	E02982D	£2,412.00	Play Area Maint/Insp - Apr 2021
07/05/2021	County Hardware	E02983	£227.81	12 x Padlocks re. Play Areas
07/05/2021	Orbit Folkstone Ltd	E02984	£240.74	Museum Web Hosting
07/05/2021	De Montfort University	E02985	£6,000.00	PLM Tuition Fee
13/05/2021	Fuelgenie	DD130521	£20.00	Fuel re. Civic Vehicle
17/05/2021	G.Coppins	E02986	£24.99	Compensation re. Damage P13
17/05/2021	Confederation of Cinque Ports	E02987	£28.50	6 x Cinque Ports Masks
17/05/2021	J.Childs	E02988	£321.87	Reimb. Textbooks
17/05/2021	J.Conway	E02989	£9.30	Reimb. Postage re. Tourism
17/05/2021	EKC Group	E02990	£1,450.00	Diploma in People Mgt Course
17/05/2021	Chartered Inst. of Personnel	E02991	£163.00	CIPD Membership
17/05/2021	T.Brenchley	E02992	£42.64	Various Reimbursements

SCHEDULE OF PAYMENTS
01/04/21-31/05/21

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
19/05/2021	RBS PLC Mentor Services	DD190521	£109.20	HR Resources
20/05/2021	ADM Computer Services Ltd	E02993	£1,028.69	Monthly IT Support
20/05/2021	Folk & Hythe DC	E02994	£850.00	Lighting re. Christchurch Gdns
20/05/2021	S.Line	E02995	£6.70	Refund re. P25B 3/5/21 (Paid to FTC in error)
20/05/2021	Crosskeys Coaches	E02996	£185.00	Coach Hire re. Canada Day
20/05/2021	Folkestone Invicta	E02997	£1,000.00	Ward Grant 18/5/21
20/05/2021	RBL Cheriton & Morehall	E02998	£150.00	Ward Grant 18/5/21
20/05/2021	Bella Figura	E02999	£245.00	Face Masks for Museum Shop
20/05/2021	Culligan Water Ltd	DD200521	£183.95	Qtly Rent Water Boiler/Cooler
20/05/2021	Daisy Communications	DD200521A	£471.31	Telephone Services - Apr 2021
20/05/2021	Huddlebuy (Perkbox)	DD200521B	£234.00	Qtly Perkbox
24/05/2021	SSE Hydro-Electric	DD240521	£5.28	Elect. to Phone Box - Apr 2021
24/05/2021	SSE Hydro-Electric	DD240521A	£259.53	Gas OTH - Apr 2021
25/05/2021	HM Revenue & Customs	BP250521A	£7,728.73	PAYE/N.I. - May 2021
25/05/2021	KCC re. Kent Pension Fund	BP250521B	£6,779.73	Pension Contribs - May 2021
25/05/2021	Standard Life Assurance Co.	BP250521C	£850.00	AVC Pension - May 2021
25/05/2021	HM Courts & Tribunals Service	BP250521D	£90.00	Salary Dedn re. Court Order
25/05/2021	Various	BP250521	£19,079.29	Salaries - May 2021
25/05/2021	Leppard Cleaning	SO250521	£620.00	Cleaning OTH - May 2021
26/05/2021	ClearView Communications Ltd	E03000	£599.52	20 x CCTV Mounting Brackets
26/05/2021	Harmer & Sons Ltd	E03001	£174.00	Removal/Storage of Items
26/05/2021	A.Moore	E03002	£71.50	Reimb. Parking (Lieu of Permit)
26/05/2021	Amazon	E03003A	£22.50	10m Ethernet Cable
26/05/2021	Amazon	E03003B	£4.49	3m Ethernet Cable
26/05/2021	Amazon	E03003C	£4.48	3m Ethernet Cable
26/05/2021	Amazon	E03003D	£8.95	Ethernet Extender
28/05/2021	Veolia ES (UK) Ltd	DD280521	£87.89	Waste Collection - Apr 2021
28/05/2021	SSE Hydro-Electric	DD280521A	£503.40	Electricity OTH - Apr 2021

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2021/2022										
	ORIGINAL BUDGET 2021/2022	VIREMENTS 2021/2022	REVISED BUDGET 2021/2022	ACTUALS TO 31 MAY 2021/2022	BUDGET TO 31 MAY 2021/2022	VARIANCE TO 31 MAY 2021/2022	TOTAL BUDGET REMAINING 2021/2022	% OF BUDGET TO DATE 2021/2022	TO/(FROM) RESERVES FOR INFO.	RESERVE CODE(S)
CODE	£	£	£	£	£	£	£	%		
101 ADMINISTRATION										
4001 SALARIES, PENSIONS & NI	416,000		416,000	68,850	69,333	-483	347,150	17		
4002 TOTAL CONTRIBUTION PAY	5,000		5,000	0	833	-833	5,000	0		
4004 STAFF WELLBEING (£3,000 from New Servs Res.)	3,000		3,000	195	500	-305	2,805	7		
4005 AGENCY STAFF	0		0	0	0	0	0	0		
4006 TRAINING (Staff) (£2,400 from New Servs Res.)	3,000		3,000	8,080	500	7,580	-5,080	269		
4008 RELOCATION COSTS	0		0	0	0	0	0	0		
4009 ADVERTISING FOR STAFF	0		0	0	0	0	0	0		
4010 EQUIPMENT/FURNITURE NEW	2,000		2,000	4	333	-329	1,996	0		
4012 INTERVIEW EXPENSES	0		0	0	0	0	0	0		
4013 BANK CHARGES	300		300	16	50	-34	284	5		
4014 HR/HS MANAGEMENT FEES	1,900		1,900	316	317	-1	1,584	17		
4021 PRINTING	500		500	0	83	-83	500	0		
4022 STATIONERY	1,000		1,000	58	167	-109	942	6		
4024 PHOTOCOPYING	1,400		1,400	44	233	-189	1,356	3		
4025 POSTAGE	1,000		1,000	304	167	137	696	30		
4026 TELECOMMUNICATION SERVICES	2,400		2,400	426	400	26	1,974	18		
4060 ICT SUPPORT	15,000		15,000	1,922	2,500	-578	13,078	13		
4070 MISCELLANEOUS SUBSCRIPTIONS	380		380	369	380	9	-9	102		
4071 CINQUE PORT FEDERATION SUB	340		340	0	0	0	340	0		
4072 SOCIETY OF LOCAL COUNCIL CLERKS	530		530	0	0	0	530	0		
4073 KENT ASSOC. OF LOCAL COUNCILS	2,300		2,300	2,307	2,300	7	-7	100		
4080 PUBLIC TRANSPORT & CAR PARKS	250		250	32	42	-10	218	13		
4103 SUBSISTENCE ALLOWANCES	200		200	0	33	-33	200	0		
4104 CAR ALLOWANCES (Staff)	1,600		1,600	206	267	-61	1,394	13		
4105 CAR ALLOWANCES (Volunteers)	50		50	0	8	-8	50	0		
4712 ACCOUNTANCY SUPPORT	590		590	0	98	-98	590	0		
4720 TO ALLOTMENTS ADMINISTRATION (4503)	-4,100		-4,100	-683	-683	0	-3,417	17		
TOTAL ADMIN. EXPENDITURE	454,640	0	454,640	82,466	77,862	4,604	372,174	18		
1190 INVESTMENT INTEREST	-200		-200	0	-33	33	-200	0		
1199 OTHER INCOME	0		0	0	0	0	0	0		
TOTAL ADMIN. INCOME	-200	0	-200	0	-33	33	-200	0		
NET ADMIN. EXPENDITURE/INCOME	454,440	0	454,440	82,466	77,828	4,638	371,974	18		
102 DEMOCRATIC COSTS										
4007 TRAINING/CONFERENCE EXPS (Cllrs.)	500		500	0	83	-83	500	0		
4081 CAR ALLOWANCES (Cllrs)	100		100	0	17	-17	100	0		
4950 FTC REF/ELECTION FEES	0		0	0	0	0	0	0		
4951 FOLK TC REF/ELECTIONS (TO RESERVE)	10,200		10,200	0	0	0	10,200	0		
TOTAL DEMOCRATIC COSTS EXP.	10,800	0	10,800	0	100	-100	10,800	0		

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2021/2022											
		ORIGINAL BUDGET 2021/2022	VIREMENTS 2021/2022	REVISED BUDGET 2021/2022	ACTUALS TO 31 MAY 2021/2022	BUDGET TO 31 MAY 2021/2022	VARIANCE TO 31 MAY 2021/2022	TOTAL BUDGET REMAINING 2021/2022	% OF BUDGET TO DATE 2021/2022	TO/(FROM) RESERVES FOR INFO.	RESERVE CODE(S)
CODE		2021/2022	2021/2022	2021/2022	2021/2022	2021/2022	2021/2022	2021/2022	2021/2022		
103	MAYORALTY										
4011	CLOTHING & UNIFORMS	600		600	0	100	-100	600	0		
4170	REGALIA - NEW	1,000		1,000	33	167	-134	967	3		
4171	REGALIA - REPAIR & MAINT.	400		400	0	67	-67	400	0		
4180	MAYOR'S INSTALLATION (Annual Meeting)	1,100		1,100	0	0	0	1,100	0		
4181	REMEMBRANCE SUNDAY	2,300		2,300	0	0	0	2,300	0		
4182	CANADA DAY	2,550		2,550	185	190	-5	2,365	7		
4183	WILLIAM HARVEY COMMEMORATION	650		650	0	0	0	650	0		
4184	HOLOCAUST DAY	320		320	0	0	0	320	0		
4185	CINQUE PORT WARDEN	100		100	0	17	-17	100	0		
4249	COVER FOR CIVIC DRIVER	500		500	0	83	-83	500	0		
4250	FUEL FOR CIVIC VEHICLE	500		500	33	83	-50	467	7		
4251	MTC/SERVICE/REPAIRS - EXTERNAL	150		150	10	25	-15	140	7		
4252	CAR INSURANCE	500		500	0	0	0	500	0		
4253	CIVIC VEHICLE - GEN. CONTRIBS.	3,000		3,000	0	0	0	3,000	0		
4255	MAYOR'S EXPENSES MAY-MAR	5,490		5,490	0	915	-915	5,490	0		
4256	MAYOR'S EXPENSES APR-MAY	1,100		1,100	508	1,100	-592	592	46		
4257	FOLKETAPLES REMEMBRANCE EVENTS	0		0	0	0	0	0	0		
4258	MISCELLANEOUS EVENTS (MAYORALTY)	0		0	0	0	0	0	0		
4260	BURMA STAR (VJ DAY)	500		500	0	0	0	500	0		
4261	NORMANDY VETERANS	320		320	0	0	0	320	0		
4262	LUNCHES FOR CHILDREN	0		0	0	0	0	0	0		
4263	CHRISTMAS GIFTS FOR CHILDREN	0		0	0	0	0	0	0		
	TOTAL MAYORALTY EXPENDITURE	21,080	0	21,080	769	2,747	-1,978	20,311	4		
1005	OTHER INCOME (MAYORALTY)	0		0	0	0	0	0	0		
	TOTAL MAYORALTY INCOME	0	0	0	0	0	0	0	0		
	NET MAYORALTY EXPENDITURE/INCOME	21,080	0	21,080	769	2,747	-1,978	20,311	4		
201	PREMISES										
4501	BUILDING REPS/MAINT	14,000		14,000	3,337	2,333	1,004	10,663	24		
4509	CLEANING	9,000		9,000	1,240	1,500	-260	7,760	14		
4601	RENT	0		0	0	0	0	0	0		
4602	RATES	22,000		22,000	21,332	22,000	-668	668	97		
4603	PWLB CAPITAL REPAYMENTS	23,250		23,250	0	0	0	23,250	0		
4604	PWLB INTEREST REPAYMENTS	16,050		16,050	0	0	0	16,050	0		
4615	SERVICES, HEATING & LIGHTING	10,000		10,000	519	1,667	-1,148	9,481	5		
4616	MOVING COSTS	0		0	0	0	0	0	0		
4617	SUNDRIES	2,500		2,500	89	417	-328	2,411	4		
4620	HIRE OF FACILITIES (inc. Garage)	7,100		7,100	1,862	1,183	679	5,238	26		
	TOTAL PREMISES EXPENDITURE	103,900	0	103,900	28,379	29,100	-721	75,521	27		
1010	RENTAL INCOME	-15,660		-15,660	-16,000	-15,660	-340	340	102		
1011	OTHER INCOME (PREMISES)	0		0	-100	0	-100	100	0		
1020	PWLB INCOME	0		0	0	0	0	0	0		
	TOTAL PREMISES INCOME	-15,660	0	-15,660	-16,100	-15,660	-440	440	103		
	NET PREMISES EXPENDITURE/INCOME	88,240	0	88,240	12,279	13,440	-1,161	75,961	14		

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2021/2022											
	ORIGINAL BUDGET 2021/2022	VIREMENTS 2021/2022	REVISED BUDGET 2021/2022	ACTUALS TO 31 MAY 2021/2022	BUDGET TO 31 MAY 2021/2022	VARIANCE TO 31 MAY 2021/2022	TOTAL BUDGET REMAINING 2021/2022	% OF BUDGET TO DATE 2021/2022	TO/(FROM) RESERVES FOR INFO.	RESERVE CODE(S)	
CODE	2021/2022	2021/2022	2021/2022	2021/2022	2021/2022	2021/2022	2021/2022	2021/2022	2021/2022	2021/2022	2021/2022
301 SERVICES											
4030 NEWSLETTERS	0		0	0	0	0	0	0			
4031 MISCELLANEOUS INSURANCES (Inc. Heritage)	11,000		11,000	0	0	0	11,000	0			
4503 ALLOTMENTS - ADMINISTRATION	4,100		4,100	683	683	-0	3,417	17			
4504 ALLOTMENTS - PFR MAINTENANCE	3,000		3,000	97	500	-403	2,903	3			
4505 ALLOTMENTS - TKL MAINTENANCE	3,000		3,000	32	500	-468	2,968	1			
4840 MAINTENANCE OF BEACON	300		300	25	50	-25	275	8			
4850 LOCAL PROJECTS	4,000	-1,000	3,000	0	500	-500	3,000	0			
4851 NOTICE BOARDS	7,000		7,000	0	1,167	-1,167	7,000	0			
4852 BUS SHELTERS	500		500	0	83	-83	500	0			
4874 COMMUNITY RESILIENCE FUND	0		0	0	0	0	0	0			
4875 WARD GRANTS	19,800		19,800	2,446	3,300	-854	17,354	12			
4876 TOWN GRANTS	34,200		34,200	0	5,700	-5,700	34,200	0			
4878 PARKS, GARDENS & RECS - FLOWERBEDS	32,500		32,500	36,066	32,500	3,566	-3,566	111			
4879 CHRISTMAS LIGHTING	40,000		40,000	-3,215	0	-3,215	43,215	-8			
4880 CHRISTMAS FESTIVITIES	12,000		12,000	0	0	0	12,000	0			
4881 YOUTH FACILITIES	11,600		11,600	0	1,933	-1,933	11,600	0			
4884 PARKS, GARDENS & RECS - TREES	15,000		15,000	0	0	0	15,000	0			
4885 PARKS, GARDENS & RECS - PLAY AREAS	25,000		25,000	2,200	4,167	-1,967	22,800	9			
4890 PARK BENCHES	500		500	0	83	-83	500	0			
4891 LITTER/SALT BINS, BOLLARDS & RAILINGS	2,250		2,250	0	375	-375	2,250	0			
4894 FAIRTRADE INITIATIVES	0	1,000	1,000	0	167	-167	1,000	0			
4895 TOURIST INFORMATION	9,000		9,000	0	1,500	-1,500	9,000	0			
4900 MAINTENANCE OF PUBLIC CLOCKS	500		500	0	83	-83	500	0			
4901 MAINTENANCE OF MEMORIALS	2,500		2,500	0	417	-417	2,500	0			
4903 TELEPHONE BOX	100		100	5	17	-12	95	5			
4904 CCTV MONITORING	25,000		25,000	6,250	6,250	0	18,750	25			
4905 CCTV MAINTENANCE	18,000		18,000	-900	3,000	-3,900	18,900	-5			
4998 AIR SHOW/ARMED FORCES' DAY	22,800		22,800	0	0	0	22,800	0			
4999 CONTINGENCY	3,000		3,000	0	500	-500	3,000	0			
TOTAL SERVICES EXPENDITURE	306,650	0	306,650	43,689	63,475	-19,786	262,961	14			
1002 ALLOTMENT RENTS PFR	-5,000		-5,000	-4,961	-5,000	39	-39	99			
1003 ALLOTMENT RENTS TKL	-4,800		-4,800	-4,788	-4,800	12	-12	100			
1004 OTHER INCOME (SERVICES)	0		0	-11,848	0	-11,848	11,848	0	11,848	406	
TOTAL SERVICES INCOME	-9,800	0	-9,800	-21,597	-9,800	-11,797	11,797	220			
NET SERVICES EXPENDITURE/INCOME	296,850	0	296,850	22,092	53,675	-31,583	274,758	7			

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2021/2022											
	ORIGINAL BUDGET 2021/2022	VIREMENTS 2021/2022	REVISED BUDGET 2021/2022	ACTUALS TO 31 MAY 2021/2022	BUDGET TO 31 MAY 2021/2022	VARIANCE TO 31 MAY 2021/2022	TOTAL BUDGET REMAINING 2021/2022	% OF BUDGET TO DATE 2021/2022	TO/(FROM) RESERVES FOR INFO.	RESERVE CODE(S)	
401 FEES											
4713 CONSULTANTS FEES	0		0	0	0	0	0	0			
4714 EXTERNAL AUDIT FEES	2,500		2,500	0	0	0	2,500	0			
4715 INTERNAL AUDIT FEES	1,000		1,000	0	0	0	1,000	0			
4716 LEGAL FEES	0		0	0	0	0	0	0			
4717 CARD RECEIPTS FEES	940		940	0	157	-157	940	0			
4718 SECURITY - TOWN HALL (£12,900 from Reserve)	10,000		10,000	0	1,667	-1,667	10,000	0			
TOTAL FEES	14,440	0	14,440	0	1,823	-1,823	14,440	0			
402 MUSEUM/HERITAGE											
5006 M/H TRAINING	700		700	723	117	606	-23	103			
5007 M/H SUBSCRIPTIONS	450		450	118	75	43	332	26			
5009 M/H ADVERTISING FOR STAFF	0		0	0	0	0	0	0			
5010 M/H EQUIPMENT/FURNITURE	400		400	35	67	-32	365	9			
5011 M/H EXHIBIT REPAIRS	200		200	0	33	-33	200	0			
5012 M/H HISTORIC COSTUMES	250		250	0	42	-42	250	0			
5013 M/H NEW EXHIBITS	0		0	0	0	0	0	0			
5030 M/H MATERIALS	1,500		1,500	55	250	-195	1,445	4			
5031 M/H PUBLICITY & PROMOTION	1,000		1,000	0	167	-167	1,000	0			
5032 M/H EVALUATION/PRESS COVERAGE	500		500	0	83	-83	500	0			
5033 M/H LEAFLET/S/PUBLICATIONS	1,000		1,000	0	167	-167	1,000	0			
5035 M/H MERCHANDISE	2,000		2,000	245	333	-88	1,755	12			
5040 M/H SERVICES	1,500		1,500	386	250	136	1,114	26			
5041 M/H EVENTS	5,000		5,000	275	833	-558	4,725	6			
5042 M/H EXHIBITIONS	4,000		4,000	0	667	-667	4,000	0			
5043 M/H EDUCATION RESOURCES	500		500	0	83	-83	500	0			
5044 M/H WORKSHOPS	4,000		4,000	0	667	-667	4,000	0			
5070 M/H VOLUNTEERS EXPENSES	0		0	0	0	0	0	0			
5090 M/H HOSPITALITY	500		500	0	83	-83	500	0			
5091 M/H PROFESSIONAL FEES	6,000		6,000	219	1,000	-781	5,781	4			
5092 MUSEUM ASSN. PROJECT	0		0	0	0	0	0	0			
5099 CONT. TO MUSEUM/HERITAGE RESERVE	0		0	0	0	0	0	0			
TOTAL MUSEUM/HERITAGE EXPENDITURE	29,500	0	29,500	2,056	4,917	-2,861	27,444	7			
1030 M/H INCOME	-500		-500	-30	-83	53	-470	6			
1031 M/H KCC CASH CONTRIBUTION HERITAGE	0		0	0	0	0	0	0			
1032 M/H SDC CASH CONTRIBUTION TOURISM	0		0	0	0	0	0	0			
1033 M/H HLF GRANT	0		0	0	0	0	0	0			
1034 M/H TRANSFERS FROM RESERVE	0		0	0	0	0	0	0			
1035 M/H RETAIL SALES	-3,000		-3,000	0	-500	500	-3,000	0			
1036 M/H DONATIONS	-700		-700	0	-117	117	-700	0			
TOTAL MUSEUM/HERITAGE INCOME	-4,200	0	-4,200	-30	-700	670	-4,170	1			
NET MUSEUM/HERITAGE EXP/INCOME	25,300	0	25,300	2,026	4,217	-2,191	23,274	8			

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2021/2022												
	ORIGINAL BUDGET 2021/2022	VIREMENTS 2021/2022	REVISED BUDGET 2021/2022	ACTUALS TO 31 MAY 2021/2022	BUDGET TO 31 MAY 2021/2022	VARIANCE TO 31 MAY 2021/2022	TOTAL BUDGET REMAINING 2021/2022	% OF BUDGET TO DATE 2021/2022	TO/(FROM) RESERVES FOR INFO.			
CODE												RESERVE CODE(S)
	SUMMARY											
	TOTAL EXPENDITURE	941,010	0	941,010	157,359	-22,664	783,651	17				
	TOTAL INCOME	-29,860	0	-29,860	-37,727	-11,534	7,867	126				
	NET TOTAL	911,150	0	911,150	119,632	-34,198	791,518	13				
1176	PRECEPT	-873,950		-873,950	-145,658	0	-728,292	17				
	TRANSFER TO / (FROM) RESERVES				11,848	11,848	-11,848	0	11,848	TOTAL		
7001	NET (SURPLUS) / DEFICIT	37,200	0	37,200	-14,178	8,172	-22,350	0				
	TRANSFER TO RESERVES						51,378					
	Summary of Revenue Account:	Exp	Inc	Net	To/(From) Reserves	Total Net Exp/(Inc)		Budget 2021/22				
	ADMINISTRATION	82,466	0	82,466	0	82,466		454,440				
	DEMOCRATIC COSTS	0	0	0	0	0		10,800				
	MAYORALTY	769	0	769	0	769		21,080				
	PREMISES	28,379	-16,100	12,279	0	12,279		88,240				
	SERVICES	43,689	-21,597	22,092	11,848	33,940		296,850				
	FEES	0	0	0	0	0		14,440				
	MUSEUM/HERITAGE	2,056	-30	2,026	0	2,026		25,300				
	PRECEPT	0	-145,658	-145,658		-145,658		-873,950				
	TOTAL	157,359	-183,385	-26,026	11,848	-14,178		37,200				

RESERVES & PROVISIONS AT 31 MAY 2021			
		BALANCE	BALANCE
CODE		AT 1/4/21	AT 31/5/21
		£	£
310	GENERAL FUND	221,520	221,520
340	NEW SERVICES RESERVE	93,687	93,687
362	MUSEUM/HERITAGE RESERVE	289,504	289,504
363	TOURISM RESERVE	4,735	4,735
365	BUS SHELTERS	3,855	3,855
383	WARD GRANTS RESERVE	14,684	14,684
385	TOWN GRANTS RESERVE	7,490	7,490
386	FTC ELECTIONS	10,200	10,200
387	ARMED FORCES' DAY RESERVE	0	0
390	SALT BINS	6,168	6,168
392	LEAS FLOWER POWER	0	0
393	ANTI-LITTER CAMPAIGN	2,000	2,000
396	BENCHES	0	0
400	PLAY AREAS	100,000	100,000
403	CCTV EQUIPMENT/MAINTENANCE	0	0
404	CHRISTMAS EVENT (FTC)	0	0
405	CHRISTMAS EVENT (CHERITON)	3,227	3,227
406	NEIGHBOURHOOD FUND	22,011	33,859
407	LUNCHES FOR CHILDREN	1,030	1,030
408	CHRISTMAS GIFTS FOR CHILDREN	1,187	1,187
409	COMMUNITY TRANSPORT	71,303	71,303
499	PROVISION FOR OUTSTANDING INVOICES	5,134	5,134
TOTAL		857,735	869,583

Date: 02/06/2021

Folkestone Town Council Current Year

Page 1

Time: 12:10

**Bank Reconciliation Statement as at 31/05/2021
for Cashbook 1 - Current Bank Account**

User: PJC

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Current Account	31/05/2021	434	90,096.04
			90,096.04
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			90,096.04
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			90,096.04
		Balance per Cash Book is :-	90,096.04
		Difference is :-	0.00



**This report will be made public
on 10 June 2021.**

Report Number **F/21/293**

To: Finance and General Purposes Committee
Date: 17 June 2021
Status: Public Report
Responsible Officer: Town Clerk

Subject: Tenders for External Repairs to Town Hall

SUMMARY:

To update members following receipt of tenders for external repairs to the Town Hall.

REASONS FOR RECOMMENDATION

Following receipt of tenders, a contractor must be appointed to carry out repairs.

RECOMMENDATIONS:

- 1. To receive Report F/21/293**
- 2. To approve the appointment of a contractor to carry out external repairs to the Town Hall.**

Aims and Objectives – To comply with Best Value and Quality Council legislation.

Financial Implications – Existing Building Repairs/Maintenance budget and the Museum/Heritage Reserve.

Equal Opportunities – Equal opportunities for all.

1. Introduction

Following the closing date of noon on 24th May 2021, twelve tenders were received via the District Council's portal. These were opened at 10.00am on 26th May by the Town Clerk, the Mayor and Nick Lawn of Godden Allen Lawn, who acted as consultants in the tender process.

2. Tenders

Out of the twelve tenders received, one was marked as non-compliant and therefore dismissed. The other eleven included three from contractors on Folkestone Town Council's approved list, as per minute 686 of the Finance & General Purposes Committee meeting held on 20th October 2011.

The range of tenders was from £94,440 to £257,804. Tenders were evaluated on price and quality, with the following four bids being shortlisted:

Bidder	Price	% Score
1	£94,440.00	85
2	£99,871.00	82
3	£104,819.09	88
4	£104,300.00	84

Only one bid is in line with the Council's procurement policy regarding supporting local business; this is bidder 3, who scored highest, is local and on the list of preferred contractors.

3. Recommendation

The Committee will recall that the Council's Financial Regulations do not require that the lowest bid be accepted. Approval is therefore sought to award the tender to bidder 3.

Funding for the work is to come from the Museum/Heritage Reserve and the existing Building Repairs/Maintenance budget. Silver Screen Cinema have paid their annual maintenance contribution for 2021/22, which will cover the cost of works to be carried out in the cinema area.

APPROVED WARD GRANTS
1/4/21-31/5/21

DATE	RECIPIENT	PURPOSE	WARD	POWER	AMOUNT
APPROVED			CLLR		AWARDED
13/04/2021	Incredible Edible Cheriton and Broadmead	Plants and Herbs	P.Bingham	LGA 72, Sec 133	£46.00
13/04/2021	Incredible Edible Cheriton and Broadmead	Plants and Herbs	R.Wallace	LGA 72, Sec 133	£350.00
13/04/2021	Three Hills	Tree/Shrub Planting at Three Hills	R.Wallace	LGA 72, Sec 133	£650.00
20/04/2021	Harbour Ward Community Garden CIC	Raised Beds Refurbishment	M Lawes	LGA 72, Sec 133	£250.00
18/05/2021	Folkestone Invicta F.C.	Walkways and General Safety	D Jeffrey	LGA 72, Sec 145	£1,000.00
18/05/2021	RBL Cheriton and Morehall Branch	RBL Centennial Celebrations	J Meade	LGA 72, Sec 145	£150.00
27/05/2021	United Response	Garden Project	P.Bingham	LGA 72, Sec 133	£200.00

